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UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY

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I N D E X   T O   F I L E S

Explanation of the Index

The system of filing devised for the Bureau of Biological Survey is self-indexing, with necessary cross references. It is divided into ten major headings, each with a separate key designation, as follows:

	Page
A - Alaska (Game Law; Fur Law, and Reindeer Investigations) . . . .	4
BI - Biological Investigations . . . . .	5
EI - Economic Investigations . . . . .	5-7
FHR - Food Habits Research. . . . .	7-8
GC - Game Conservation . . . . .	8
GP - Game Protection . . . . .	9-10
I - Importations of Live Birds and Mammals. . . . .	10
O - Operations. . . . .	10-12
P - Publications. . . . .	13-14
R - Reservations, Game and Bird . . . . .	14

Under the major headings are subheadings of the work carried on by each division, such as "Personnel" or "Property" under "Operations," the key designations for which are "O-P" and "O-Prop.," respectively. Under the key designation is shown the principal subject to which the correspondence refers, as "John Doe" or "Per diem." Thus complete designations would be as follows:

O-P	O-F	O-F
John Doe	Per diem	Transp.-freight

When the subjects are too long to write out conveniently they may be abbreviated provided the abbreviations used are sufficiently clear.

Preceding the Index is a list of headings and subheadings, with page number. The designation, or code, will be found in the column marked "Specimen designations."

Each letter written will bear a designation in the upper left-hand corner under the words "Refer to." The first line of the designation, or code (the key letters), indicates the classification of the correspondence; the second line (a word or its abbreviation) indicates the immediate subject-matter. Where subjects are further subdivided a word or abbreviation on a third line should be shown in parenthesis, for instance:

EI	A-Z	BI-Z	EI-P	GP-TI
Gophers	Islands	Surveys	Skins, aisp.	Mass.
(S.Dak.)	(Middleton)	(Texas)	(employees)	(Wm.Brown)



List of Chief Headings and Subheadings.

	<u>Page</u>
Alaska. . . . .	4
Fur Law. . . . .	4
Game Law . . . . .	4
Reindeer Investigations. . . . .	4
Miscellaneous Subjects . . . . .	4
Animals, Economic Value . . . . .	5
Fur-bearing. . . . .	6
Game Conservation. . . . .	8
Injurious. . . . .	6
Pet Stock. . . . .	5
Predatory. . . . .	6
Biological Investigations . . . . .	5
Birds. . . . .	5
Mammals. . . . .	5
Life Zones and Field Surveys . . . . .	5
Miscellaneous Subjects . . . . .	5
Birds, Biological Investigations. . . . .	5
Food Habits Research . . . . .	7
Importations . . . . .	10
Reservations . . . . .	14
Cases, Lacey and Migratory Bird Treaty Acts . . . . .	9
Distribution of Publications. . . . .	13
Economic Investigations . . . . .	5-7
Animals of Economic Value and Pet Stock. . . . .	5
Fur-bearing Animals. . . . .	6
Injurious Animals. . . . .	6
Predatory Animals. . . . .	6
Rats and Mice. . . . .	7
Miscellaneous Subjects . . . . .	7
Finance. . . . .	10
Food Habits Research. . . . .	7-8
Birds . . . . .	7
Miscellaneous Subjects. . . . .	8
Fur-bearing Animals . . . . .	6
Fur law, Alaska . . . . .	4
Game Animals. . . . .	8
Reservations . . . . .	14
Conservation . . . . .	8
Law, Alaska. . . . .	4



	Page
Game Protection (Lacey and Migratory Bird Treaty Acts.) . . . . .	9-10
Cases. . . . .	9
Investigations . . . . .	9
Permits. . . . .	9
Regulations, Amendments . . . . .	9
Treaty . . . . .	9
Treaty Act. . . . .	9
Miscellaneous Subjects. . . . .	9-10
Illustrative Material. . . . .	13
Importations of Live Birds and Mammals . . . . .	10
Injurious Animals. . . . .	6
Investigations (Lacey and Migratory Bird Treaty Acts.) . . . . .	9
Lacey Act . . . . .	9
Life Zones and Field Surveys . . . . .	4
Mammals, Biological Investigations . . . . .	5
Importations of . . . . .	10
Manuscripts. . . . .	13
Migratory Bird Treaty Act. . . . .	9
Operations . . . . .	10-12
Finance . . . . .	10
Personnel . . . . .	11
Property. . . . .	11-12
Miscellaneous Subjects. . . . .	12
Permits (Migratory Bird Treaty Act.) . . . . .	9
Personnel. . . . .	11
Printing and Publishing. . . . .	13
Pet Stock. . . . .	5
Predatory Animals. . . . .	6
Property . . . . .	11-12
Publications . . . . .	13-14
Distribution. . . . .	13
Illustrative Material . . . . .	13
Manuscripts . . . . .	13
Printing and Publishing . . . . .	13
Miscellaneous Subjects. . . . .	14
Rats and Mice. . . . .	7
Regulations (Migratory Bird Treaty Act.) . . . . .	9
Reindeer Investigations. . . . .	4
Reservations, Game and Bird. . . . .	14
Surveys, Field . . . . .	4
Treaty, Migratory. . . . .	9
Treaty Act, Migratory. . . . .	9





Index to Files

Specimen  
designations.

ALASKA

(A)

FUR LAW	(A-FL)	( <u>Green guide</u> )	A-FL
Cases			Cases
Investigations			
Leases			A-FL
Legislation			Legis.
Permits			
Regulations (amendments)			A-FL
Reports			Reg.
Sales			
Seizures			A-FL
Shipments			Shipments
 GAME LAW	 (A-GL)	 ( <u>Green guide</u> )	 A-GL
Investigations			Inv.
Legislation			
Permits, scientific			
Regulations (amendments)			A-GL
			Reg.
 REINDEER INVESTIGATIONS	 (A-RI)	 ( <u>Green guide</u> )	 A-RI
Breeding			Grazing
General correspondence			
Grazing			
Parasites and diseases			A-RI
Reports			Rept.
 MISCELLANEOUS SUBJECTS	 (A-Z)	 ( <u>Green guide</u> )	 A-Z
Bears			Coop.
Circulars			
Cooperation			
Game and fish conditions			A-Z
General correspondence			Z
Governor's Office (relations with, general)			A-Z
Health conditions			Hunting
Hunting localities and conditions			
Interdepartmental Board			A-Z
Islands (reports on and general correspondence)			Licenses
Licenses			
Military and Naval reservations			A-Z
Population (census figures)			Rept.
Reports			
Resolutions			
Statistics			A-Z
Supervision			Superv.



Specimen  
designations.

BIOLOGICAL INVESTIGATIONS. (BI)

BIRDS	(BI-B)	( <u>Green guide</u> )	BI-B
Banding			Banding
Counts			
Distribution and migration			BI-B
General correspondence			Distr.
Passenger pigeon			
Specimens (ordered, sent, received, and for sale)			BI-B
Waterfowl (reports of increase and decrease, etc.)			Waterfowl
Woodcock (reports of increase and decrease, etc.)			
MAMMALS	(BI-M)	( <u>Green guide</u> )	BI-M
Distribution			Spec.
General correspondence			
Specimens (ordered, sent, received, and for sale)			
LIFE ZONES AND FIELD SURVEYS	(BI-S)	( <u>Green guide</u> )	BI-S
General correspondence			Texas
State Surveys			
MISCELLANEOUS SUBJECTS	(BI-Z)	( <u>Green guide</u> )	BI-Z
Amphibians			Amphibian
Circulars			
Classification of species			
Collections for sale (make 2 carbons)			
Diatoms			BI-Z
Ecology			Plants
Fish			
Mollusks			
Plants			BI-Z
Reports			Superv.
Reptiles			
Supervision			

ECONOMIC INVESTIGATIONS (EI)

ANIMALS OF ECONOMIC VALUE AND PET STOCK	(EI-PS)	( <u>Green guide</u> )	
Bats	Guinea pigs		EI-PS
Belgian hare	Kangaroo		Chipmunk
Cats	Muskrats		
Chipmunk	Rats and mice		EI-PS
Ferret	Squirrels		Squirrel
Also folders for general subjects, such as --			
Breeders' Associations			EI-PS
General correspondence in re all pet stock animals			Superv.
Supervision			

NOTE: All requests for publications on above subjects should be designated P-D. Subdivide by States where necessary.



<u>ECONOMIC INVESTIGATIONS</u>	(EI)	(Continued)	<u>Specimen designations.</u>
<u>FUR-BEARING ANIMALS</u>	(EI-F)	( <u>Green guide</u> )	EI-F
Badger		Marten	Badger
Beaver		Mink	
Belgian hare		Mole	EI-F
Black Siberian hare		Muskrat	Muskrat
Cat		Opossum	
Chinchilla		Otter	EI-F
Ermine		Rabbit (jack)	Ermine
Fisher		Raccoon	
Fox		Skunk	EI-F
		Woodchuck	Skunk
Also separate folders for miscellaneous subjects, as follows:			
Breeders			
Buyers			
Experimental fur farm under control of Bureau			EI-F
Furs, care of (general correspondence)			Exp.fur farm
Fur sales			
General correspondence			EI-F
Parasites			Parasites
Supervision			
<u>INJURIOUS ANIMALS*</u>	(EI-I)	( <u>Green guide</u> )	EI-I
Badger		Mole	Badger
Bat		Muskrat	
Beaver		Porcupine	EI-I
Cat		Prairie dog	Prairie dog
Chipmunk		Rabbit (jack)	(S.D.)
Crawfish		Rats and mice (native)	
Dog		Skunk	EI-I
Field mice		Squirrel	Field mice
Fox		Weasel	(Okla.)
Gopher		Woodchuck	
Also separate folders for miscellaneous subjects, as follows:			
Damage (estimates of, furnished by State officials)			EI-I
Food value			Food value
General correspondence			EI-I
Supervision			Superv.
<u>PREDATORY ANIMALS*</u>	(EI-P)	( <u>Green guide</u> )	EI-P
All correspondence regarding animals which prey upon live stock such as bobcats, cougars, coyotes, lions, wildcats, wolves, etc., filed together in one folder.			Texas
			EI-P
			Bear
Make separate folders for miscellaneous subjects, as follows:			
Bears			EI-P
Dogs used in hunting predatory animals			Live animal
Live animals (capture and sale of; also gifts)			
Scents used			EI-P
Sarcoptic mange (control by)			Rabies
Rabies			
Skins (disposition of)			EI-P
Supervision			Superv.
Trap lines			

NOTE: All requests for publications on above subjects should be designated P-D.

\*Subdivide by States, counties, or districts, where necessary.



ECONOMIC INVESTIGATIONS (EI) (Continued)Specimen  
designations.RATS AND MICE (EI-R) (Green guide)

EI-R

File all correspondence in re depredations and methods of getting rid of rats in one folder. Mass.

Make separate folders for miscellaneous subjects, as follows: EI-R

Devices	Devices
General correspondence	
Preparations	
Protection against	EI-R
Skins (use of and disposition)	Skins
Supervision	

MISCELLANEOUS SUBJECTS (EI-Z) (Green guide)

Circulars	EI-Z
Cooperation (with States and others)	Coop.
Epizootic diseases of mammals	(Utah)
Food of mammals	
News letter	EI-Z
Parasites	Poison
Poisons (includes gasses)	
Reports	EI-Z
Resolutions	Rept.
Supervision	
Tanning	
Taxidermy	EI-Z
Trapping	Trapping
Traps (re new discoveries and inventions)	
Wages of laborers as compared with Bureau laborers	EI-Z
	Traps

FOOD HABITS RESEARCH (FHR)BIRDS (FHR-B) (Green guide)

All correspondence concerning food habits, depredations and control, economic value, and raising in captivity, are filed separately by species as follows:

Bantam	Hawk	Pheasant	FHR-B
Blackbird	Heath hen	Prairie chicken	Blackbird
Bobolink	Jay	Ptarmigan	
Buzzard	Kingbird	Quail	FHR-B
Canary	Kingfisher	Raven	Kingfisher
Cardinal	Lark	Ricebird	
Cormorant	Linnet	Robin	FHR-B
Crow	Martin	Snipe	Snipe
Dove	Mockingbird	Sparrow	
Duck	Ostrich	Starling	FHR-B
Eagle	Owl	Swallow	Eagle
Flycatcher	Parrot	Swan	
Geese	Partridge	Turkey	FHR-B
Grouse	Peafowl	Woodpecker	Woodpecker
Guinea	Pelican	Wren	
Gulls	Penguin		

NOTE: All requests for publications on above subjects should be designated P-D.





<u>FOOD HABITS RESEARCH</u>	(FHR)	(Continued)	Specimen Designations.
MISCELLANEOUS SUBJECTS	(FHR-Z)	<u>(Green guide)</u>	FHR-Z
Albumen			Albumen
Amphibians			
Attracting birds			
Bird dealers			FHR-Z
Bird foods			
Bird houses			FHR-Z
Bird lime			Birds eating poison
Birds eating poison			
Birds on reservations: See Reservation files.			
Botany			
Breeders of game birds			FHR-Z
Circulars			Botany
Depredations by migratory birds: See Game Protection files.			
Deterrents (methods and preparations used in preventing birds from causing injuries)			FHR-Z
			Deterrents
Ducks, diseases of			
Ducks, food of			FHR-Z
Eggs of game birds			Eggs
Fish eating birds			
Food habits (general correspondence)			FHR-Z
Food value of birds			Game birds, z
Game birds (general correspondence)			
Guano			
Importations of birds; See Importations files.			FHR-Z
Insects			Insects
Introducing new species of birds			
Names (origin and local use)			FHR-Z
Parasites			Parasites
Rearing in captivity (general correspondence)			FHR-Z
Reports			Reptiles
Reptiles			
Roosting birds (driving away)			FHR-Z
Stomachs			Stomachs
Supervision			
<u>GAME CONSERVATION</u>	(GC)	<u>(Green guide)</u>	
Antelope		Goats	GC
Bear		Hybridization	Antelope
Bison		Moose	GC
Caribou		Musk-ox	Moose
Deer		Rearing big game in captivity	
Elk		Reindeer	GC
Game animals (general correspondence)		Sea mammals	Elk
		Sheep	
Game breeders		Transfer of game	GC
Game breeding (courses in)			Tr. of game

NOTE: All requests for publications on above subjects should be designated P-D



GAME PROTECTION. (GP)Specimen  
designations.

NOTE: Included under this head are the activities of-  
Migratory Bird Treaty Act  
Lacey Act

CASES (GP-C) (Green guide) GP-C  
(GP-LC) for Lacey Act cases (Green guide) John Doe  
Make separate folder for each defendant. GP-LC  
John Doe

INVESTIGATIONS (GP-I) (Green guide)  
(GP-LI) for Lacey Act investigations. (Green guide)

All correspondence reporting alleged violations, and GP-I  
investigations. If investigation results in a case Mass.  
the correspondence is transferred to the case file GP-LI  
above. Lacey Act investigations and cases should be Utah  
filed separately.

PERMITS (GP-P) (Green guide)

Insert green guides for following classes of permits:  
Bird banding; filed in Biological investigations files. GP-P  
Cold storage Propagating  
Depredations  
Propagating (filed alphabetically) GP-P  
Scientific (filed alphabetically) Scientific

REGULATIONS -- AMENDMENTS (GP-R) (Green guide)

All correspondence requesting changes in and modification GP-R  
in the regulations. Colo.

TREATY (GP-T) (Green guide)

All correspondence in re negotiating treaties GP-T

TREATY ACT (GP-TA) (Green guide)

All correspondence re passage of Act by Congress, etc. GP-TA  
N.Y.

MISCELLANEOUS SUBJECTS (GP-Z) (Green guide)

Associations concerned in protection of birds and game GP-Z  
Arrests by wardens (powers of) Arrests  
Circulars  
Confiscations GP-Z  
Depredations (investigations, reports and permits) Confiscation  
Drainage as affecting breeding birds  
Fees to U.S. Commissioners (general correspondence)  
Game commissions and wardens (duties, powers, organi-  
zation, etc.) GP-Z  
Game resources Game resources  
Hunting accidents (reports of)  
Hunting and shooting clubs GP-Z  
Indians (rights of)  
Mail shipments (legality of, laws and regulations pro-  
hibiting same)  
Plumage GP-Z  
Pollution of streams and waters Plumage  
Reports (weekly, monthly, summary, etc.)  
Resolutions GP-Z  
Shipment and sale of game birds (re legality, methods, Shipments  
etc.)



GAME PROTECTION (CP) (Continued)Specimen  
designations.

## MISCELLANEOUS SUBJECTS (CP-Z) (Continued)

State laws (present, pending, and proposed; includes bounty laws, trapping laws, hunting laws, etc.)	GP-Z
State licenses (proceeds, uses, and disposition of funds)	State license
State officials (approval, disapproval, and benefits of Migratory Bird Treaty Act and law)	GP-Z
State violations discovered by wardens incidentally and reported to State authorities for prosecution.	State viol.
State wardens cooperating under M.B.T.A. (legality of, etc.)	GP-Z
Supervision	Superv.

IMPORTATION OF LIVE BIRDS AND MAMMALS (I) (Green guide)

General correspondence in re importations	I-Z
Permit granted to import	I-P
Quail importations (all correspondence re policy, rules, regulations, orders, etc.)	I
Reports	Quail
Supervision	I
	Superv.

OPERATIONS (O)FINANCE (O-F) (Green guide)

Abstracts	O-F
Advertising	Abstract
Allotments	O-F
Appropriations	Appn.
Circulars	
Claims (for damage to property, horses, or equipment)	O-F
Contracts (includes leases)	Contract
Finance (general correspondence) All correspondence concerning finance, disallowances, suspensions, salary, lost checks, balances, and increases or reductions in allotments, and all other matters concerning individual accounts. Make separate folder for each employee and file alphabetically. Add name of party where correspondence refers to a third party.	O-F and O-F (John Dce)
Headquarters (changes in territory, etc.)	O-F
Income tax	Hdqtrs.
Liabilities	O-F
Outside funds	Payroll
Pay rolls (general correspondence, instructions, etc.)	
Per diem	O-F
Projects	Superv.
Regulations (fiscal)	
Supervision	
Telephone and telegraph accounts	
Transfer of funds	
Transportation (subdivide where necessary, as autos, boats, express, etc.)	





<u>OPERATIONS</u>	(O)	(Continued)	Specimen designation.
PERSONNEL	(O-P)	(Green guide)	O-P
Assaults (on employees)			Assault
Casualties (caused by employees)			
Court attendance (as expert witness)			O-P
Identification cards (personal and telegraph)			Ident. card
Injuries			O-P
Leave			Injuries
Lists (of employees)			
Meeting (attendance authorized)			O-P
Outside work			Meeting
Passes			O-P
Patents and inventions			Patents
Personnel, individual correspondence. (All correspondence concerning the personal record of employee, such as appointments, furloughs, leave, promotions, resignations, reinstatements, etc. Make separate folder for each employee and file alphabetically. Add name of party where correspondence refers to a third party.)			O-P
			and
			O-P
Positions (applications for)			(John Doe)
Reclassification of employees			O-P
Retirement of employees			Pos.
Salary bonus			
State boards and commissions (appointments and service on)			O-P
Travel instruction			Travel Instr.
PROPERTY	(O-Prop.)	(Green guide)	O-Prop and
Accountability (All correspondence concerning the accountability for supplies and equipment, requisitions for supplies, and transfer and other disposition of property charged to employees. Make separate folder for each employee and file alphabetically. Add name of employee concerned where correspondence refers to a third party.)			O-Prop (John Doe)
Badges			O-Prop
Bids			Badge
Boats (Government owned)			
Circulars			O-Prop
Defaults by contractors			Loan
Loans of property			
Motor vehicles (Government owned)			O-Prop
Open market purchases			Motor vehicle





OPERATIONS (O) (Continued)

Specimen  
designations.

PROPERTY (O-Prop.) (Green guide) (Continued)	O-Prop
Purchases (All correspondence with parties supplying merchandise. Make separate folder for each vendor and file alphabetically.)	Purchase
Quotations and catalogues	O-Prop
Supervision	Quot.
Surplus property	O-Prop
Tax free purchases	Theft
Thefts (include tampering with)	
MISCELLANEOUS SUBJECTS (O-Z) (Green guide)	O-Z
Addresses furnished	Files
Files (all correspondence, order, etc.)	
Hearings (transcriptions only)	O-Z
Imposters	Invitation
Invitations	
Lectures	O-Z
Letterheads (re printing thereon)	Lecture
Letters of commendation	
Letters of criticism	O-Z
Letters of introduction and recommendation	Mail
Mail (all correspondence, orders, etc.)	
Minerals	O-Z
National defense	Permit
Permits (requested by Bureau)	
Quarters (rental and occupancy of)	O-Z
Separate folders for Fire protection	Quarters
Sanitation	
Regulations (administrative)	O-Z
Reports (made by Washington office only)	Seal
Seal (Department)	
Service and Regulatory Announcements	O-Z
Stationery (private use)	Tel.
Telegraph and telephone (re installations; preparation of telegrams, etc.)	O-Z
Title of employee (private use)	Work of Bureau
Work of Bureau (general correspondence)	



<u>PUBLICATIONS</u>	(P)	<u>Specimen designations.</u>
DISTRIBUTION	(P-D) ( <u>Green guide</u> )	P-D
Mailing lists		Mailing list
Quantities requested		P-D
Remittances received for publications		Remitt.
Requests to Division of Publications to distribute Bureau publications		P-D
Requests for publications (filed alphabetically)		Quantities
		P-D
ILLUSTRATIVE MATERIAL	(P-I) ( <u>Green guide</u> )	P-I
Drawings	Motion pictures	Drawings
Electrotypes	Photographic matters	
Exhibits	Slides, lantern	P-I
		Slides
MANUSCRIPTS	(P-M) ( <u>Green guide</u> )	
Preparation of (instructions, memoranda, etc.)		
Make separate folders* as needed, for --		P-M
Almanac	North American Fauna	Ann.Rept.1922
Annual report	Official Record	
Department bulletins	Posters	
Department circulars	Service and Regulatory	
Farmers' bulletins	Announcements	
Indexes	Survey	P-M
Lectures	Yearbook articles	F.B.910
Journal of Agricultural Research		P-M
Office of Information		Inf.
Outside publications (by Bureau or Bureau personnel)		
Review or criticisms of manuscripts submitted (also unsolicited criticisms and review of publications received by Bureau).		
PRINTING AND PUBLISHING	(P-P, ( <u>Green guide</u> ))	P-P
Charges against Bureau allotment		Estimate
Estimates for printing and binding		
Indexing		P-P
Job printing and multigraphing		Job
Plates (disposition of in connection with further editions)		
Printing processes		P-P
Publications exhausted (notices of)		Reprint
Reprints of publications requested		
Republishing outside, of Biological Survey reports		P-P
		Republishing

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\*These should be further subdivided either by year or number.



<u>PUBLICATIONS</u>	(P)	(Continued)	<u>Specimen designations.</u>
MISCELLANEOUS SUBJECTS	(P-Z)	( <u>Green guide</u> )	P-Z
Clippings			Clippings
Congressional bills, documents, etc., requested			
Contributions of publications to Bureau (includes requests by Bureau)			P-Z
Libraries (Separate folders for Bureau, Congressional, and Department)			Contrib.
Maps			
References to literature given correspondents.			P-Z
			Reference

RESERVATIONS: GAME AND BIRD\* (R)

Arrange guide cards by name of reservation in alphabetical order.

Make folders for subjects as needed and file alphabetically, as follows:

Birds	Fires	Posting	R-Big Lake
Boundaries	Grazing	Regulations	Boundaries
Cooperation	Improvements	Reports	
Claims	Leasing	Right of way	R-Niobrara
Depredations	Mammals	Sales	Improvements
Establishment of	Maps	Supervision	
Feeding hay	Permits	Trespass	

NOT UNDER BIOLOGICAL SURVEY. (Green guides for each class listed)

Federal game refuges under	National military parks	R-F.S.
Forest Service	and cemeteries	R-Indian
Indian Reservations	Reservations in foreign	R-N.F.
National forests	countries	
National parks	Reservations, private	R-Private
National monuments	State reservations	R-State

Make separate folder for each reservation and file alphabetically behind the green guide in which it is classified.

MISCELLANEOUS SUBJECTS	(R-Z)	( <u>Green guide</u> )	R-Z
Game sanctuaries			Game sanctuaries
General correspondence			
Refuges proposed			R-Z
			Ref. proposed

\* In every case place name of reservation after key letter R followed by subject on second line.

Note: All requests for publications on above subjects should be designated P-D.

